



STATE OF WASHINGTON
DEPARTMENT OF LICENSING

**BOARD FOR ARCHITECTS
MEETING MINUTES
REGULAR BOARD MEETING**

DATE: January 24, 2014

TIME: 9:00 AM

LOCATION: South Puget Sound Community College
Hawks Prairie Center, Room 118
1401 Marvin Road NE
Olympia, WA 98516

BOARD MEMBERS PRESENT: Colin Jones, Chair
Rick Benner, Vice Chair
Roch Manley, Secretary
Neitha Wilkey, Member
Blaine Weber, Member
Linda Szymarek, Public Member

STAFF PRESENT: Lorin Doyle, Executive Director
Autumn Dryden, Administrative Assistant
Jerimiah Wedding, Management Analyst
Julia Gambrel, Licensing Manager
Grace Hamilton, Management Analyst

OTHERS PRESENT: Stan Bowman, American Institute of Architects
Washington Council

ABSENT: Scott Harm, Member

1. Call to Order 9:03AM

1.1. Introductions

Board members and staff introduced themselves. The board was introduced to new staff members Julia Gambrel, Licensing Manager and Grace Hamilton, Management Analyst.

1.2. Order of agenda

The order of the agenda was amended as follows:

- Removed item 3.5 – Constitutionality of title use restrictions

Ms. Wilkey made a MOTION to approve the agenda as amended. Mr. Manley seconded the MOTION and it passed.

1.3. Approval of minutes: November 15, 2013

Mr. Manley made a MOTION to accept the minutes as presented. Ms. Wilkey seconded the MOTION and it passed.

1.4. Review Communications

All correspondence received was heard under the agenda item to which it pertained.

2. Public Comment Opportunity

Mr. Bowman addressed the board and asked questions related to the new Guidelines for Building Officials website.

3. New Business

3.1. NCARB Annual Meeting Attendance (June 18-22, 2014; Philadelphia, PA) – identify possible attendees

The National Council of Architectural Registration Boards (NCARB) is holding its annual meeting in Philadelphia, PA June 18-22. The meeting will also include training for board members. The board discussed the best way to prioritize attendees and decided the current chair, new board members, and board members on NCARB committees should have priority. Mr. Manley, Mr. Weber, Mr. Benner, Mr. Jones, and Ms. Wilkey volunteered to attend.

Action Item: Ms. Dryden will contact Mr. Harm to see if he is available and interested in attending.

3.2. Continuing professional development audit update

Ms. Gambrel updated the board on the continuing education audit process. Approximately 56% of licensees selected for audit have complied.

Action Item: Ms. Gambrel will check non-compliant licensees to determine if they are located in-state or out-of-state.

3.3. Brief Adjudicative Proceedings (BAP) proposal

Ms. Doyle explained the brief adjudicative proceedings (BAP) process for handling paperwork violations. The process involves delegating the handling of certain low level violations to staff, such as failure to comply with a professional development audit. The board reviewed the Delegation of Authority and removed the option of suspending a license.

Mr. Weber made a MOTION to delegate to staff the authority to handle specific violations, to adopt the BAP process with a maximum fine of \$1,000, and designated \$500 fine for failure to comply with the professional development audit requirement. Mr. Manley seconded the MOTION and it passed.

Action Item: Staff will implement the BAP process for professional development audit violations and provide reports of BAP cases at future board meetings.

3.4. Complaint and investigation process

Ms. Doyle and Mr. Wedding reviewed the complaint and investigation process as well as the current thresholding policy adopted in 2009. Board members requested that a firm practicing without a designated architect be added to the list of violations that are considered a high level of egregiousness.

Action Item: Staff will work with the Department of Revenue to ensure renewing architectural firms are checked to verify they are operating with a designated architect on staff.

3.5. Constitutionality of title use restrictions

Item removed from the agenda.

4. Old Business

4.1. Review master action items list

The board reviewed and discussed the master action items list.

4.2. Guidelines for Building Officials Project Update

The board reviewed feedback received from members of the Washington State Association of Building Officials (WABO). One question has been removed from the Guidelines for Building Officials website because it was unclear. The board appointed a committee of two, Mr. Harm and Mr. Jones, to participate in a joint committee with the Board of Licensure for Landscape Architects and Board of Registration for Professional Engineers and Land Surveyors. The committee will work together to answer questions that involve overlap in scope of practice and may seek assistance from WABO as well. The board reviewed Memoranda of Understanding (MOU) between the Board for Architects and the other boards.

Ms. Wilkey made a MOTION to accept the MOUs and participate in the joint committee. Mr. Weber seconded the MOTION and it passed.

Action Item: Staff will take the MOUs to each board for signature.

4.3. Contract packages in pdf format with engineer documents

On August 15, 2013 the board received an email inquiry from Mr. Jim Degnan about electronic documents. Mr. Harm contacted Mr. Degnan for additional information to further understand his inquiry and found that The Board of

Registration for Professional Engineers and Land Surveyors issued a memo February 1, 2013 about electronic documents. The memo satisfied Mr. Degnan's request. However, the board had additional questions for Mr. Harm, who was not able to attend the board meeting. This item will be revisited at the next board meeting.

4.4. 2014 Calendar – September meeting date change

The date (Sept 19, 2014) selected for a board meeting and meeting with students at Washington State University conflicts with a student trip to Chicago. The board elected to switch meeting locations for the September 19 and November 7 meetings. The board will hold a conference call in Olympia on September 19 and will meet on the Washington State University campus on November 7, 2014.

5. Complaint Cases for Review*

5.1. Case Manager Recommendations

5.1.1. 2013-06-0400-00ARC (Jones)

Mr. Jones recommended case 2013-06-0400-00ARC be closed with no further action. Ms. Wilkey made a MOTION to accept his recommendation. Mr. Manley seconded the MOTION and it passed.

6. Legal Issues for Deliberation*

6.1. Orders to be presented

No business

7. Disciplinary & Investigation Items

7.1. Closed session deliberation report (only necessary if closed session is held)

No business

7.2. Current cases disciplinary report

Packet item; no action taken

7.3. Disciplinary sanctions report

Packet item; no action taken

8. Assistant Attorney General's Report

Mr. Turcott reported that a recent case that went to a hearing has been finalized and the fine was paid in full.

Mr. Turcott shared a PowerPoint presentation outlining the adjudicative process (hearings) and answered questions.

9. Committee/Task Force Reports

No business

10. Board Executive's Report

10.1. Program Operations

10.1.1. 2013 Year-in-Review
Packet item; no action

10.1.2. Legislative Update
Packet item; no action

10.1.3. Financial Report
Packet item; no action

10.1.4. Licensing and application statistics
Packet item; no action

10.2. Department of Licensing
No business

10.3. Other Items
No business

11. Other Business

11.1. Action items from this meeting

Action items were reviewed and will be added to the master action items list.

11.2. Agenda items for next meeting

- Mandatory construction administration
- Contract packages in pdf format with engineer documents

11.3. Any other business

Ms. Wilkey asked about proposed HB 2132 concerning architectural plans for school construction. The bill is scheduled for a hearing in the House Committee on Capital Budget on January 30. The bill is not regulatory related and is therefore not being tracked by staff.

12. Adjournment 1:18PM

Submitted by: _____
Lorin Doyle
Executive Director

Date

Approved by: _____
Colin Jones
Board Chair

Date